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| **Church: St Michael and All Angels Colehill** | **Assessor’s name:**  **Revd Suzanne Pattle, Vicar** | | **Date completed:**  **21 July**  **Reviewed 3 September** | **Review date:**  **Ongoing** |
| **Event or service this assessment relates to:** | | **Conduct of Public Worship in Church following 19th July** | | |

| **Risk** | **Controls** | **Additional information** | **Action by whom?** | **Completed – date and name** |
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| **Aerosol or droplet transmission of Covid-19** | Increase ventilation in your building: natural ventilation by opening doors, windows and vents or mechanical ventilation if appropriate/necessary. | Consult HSE [guidance on identifying poorly ventilated areas](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm)  Do not prop open fire doors. | Doors and windows open before each activity | Every time the church is open by Vicar/CWs |
| Under step 4 we are strongly encouraging people to wear face coverings unless exempt. If cases rise significantly over time the Vicar reserves the right to make this a requirement, as the venue manager.  **Singing**  Congregational singing from 12 September, with masks on.  **Holy Communion**  - in both kinds by intinction by priest only and administered into the hand as currently, with deacon (or CW on Wednesdays) standing alongside  - people to approach altar to receive but maintain distance and a one-way system.  - masks to be worn at the distribution.  - the use of sanitiser before receiving still encouraged  **The Sharing of the Peace**  If the peace is shared physically (shaking hands), only with people in the immediate proximity and ONLY with their consent. No excessive movement around the building | Communicated to PCC and congregation prior to 19/7 by Vicar  Sung parts of worship limited to Gloria, Sanctus and two hymns.  Separate RA in place for choir  Both have previously sanitised hands, wearing masks throughout.  Gluten-free: use home HC chalice (avoid gluten cross-contamination when intincting wafer) | Vicar/CWs  Vicar/choir director | Each Sunday  From 12 Sept. |
| Some social distancing to be retained. Reintroduction of chairs in previous layout, rows 1m apart | ‘Please do not sit here’ cards made available for those who still wish to maintain social distancing of 2m. | CWs | Before Sunday 25th July |
|  | **Ventilation –** Ensure good ventilation throughout (doors and windows open). During winter months, doors can be closed to retain heat, two upper winders at each end of building to be open to encourage air circulation.  **Stay at home instructions** – regular reminders given to congregation that if they are unwell for any reason it is safer to remain at home and watch the service on livestream.  Coronavirus symptoms poster remains on display at entrance. |  |  | Regularly |
| **Surface transmission of Covid-19** | Hand sanitiser to be retained on entry to building, and inside building, and communicated to congregation that these will still be available | CWs to remind people on entry to church building. | CWs/Vicar | CWs/Vicar – ongoing practice |
| Limiting touch points – doors fastened open to avoid contact with door handles.  Paper materials on table inside church door kept to a minimum. Church notices communicated verbally at the service and via e-notices.  No service sheets each week | Service is now projected onto a screen | CWs/Vicar | Ongoing |
| Good hygiene and cleaning of the building. | A regular cleaning schedule is maintained, and particular attention paid to touch points such as door handles | CWs | Ongoing |
| Hymn books and service sheets/prayerbooks no longer given out at the church door.  Choir members have individual hymn books and printed copies of music. | Service projected onto a screen.  No sharing of music between choir members | Vicar/Director of music | Ongoing |
| If providing single-use service sheets or prayer cards, either place these on sheets or ask people to sanitise hands before picking one up, and request that people take these home with them. | Single use service sheets for midweek communion are laminated for ease of cleaning. Those using sanitise hands before picking them up | Vicar/Server/Duty CW | Ongoing |
| Put in place a cleaning rota/system for children’s materials and toys, and consider providing cleaning materials for these if safe to do so (keeping all such materials out of the reach of children). | Children’s corner not yet reinstated |  | To be reviewed |
| Where there are toilet facilities, ensure an adequate supply of soap and disposable hand towels, and a bin for towels, are available. | Checked weekly – add notice re use of sanitiser on entry/exit from toilets | CWs | Weekly |
|  | Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. | Checked by CWs on Sundays  Regular cleaning of Church centre | CWs/Cleaners | Weekly |
| **Visitors are unclear on requirements for attending church or visiting the building for other purposes, or anxious about attending.** | NHS Track and Trace QR code is in place. All those attending worship are actively encouraged to use this – whether they are visitors or regulars. Paper records will continue as an alternative. | Paper records are kept securely and destroyed after 21 days in line with GDPR | CWs | Each time a service or event is held. |
| Update your website, A Church Near You, and any relevant social media with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious. | Website checked and updated regularly. | Vicar/Alan |  |
| Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired. Masks not insisted upon for those whose participation in the service is inhibited by wearing them. | Loop system in place  Service on screen  Proper amplification in place  Put information in church notices | CWs  Vicar | Every Sunday  By 25th July |
| Consider if a booking system is needed, whether for general access or for specific events/services. | No longer required. | N/A | N/A |
| Communicate with nearby churches to ensure offered provisions are complementary. | Practice varies because of differing contexts/size of buildings or congregations and frequency of services. |  | None needed |
| Provide welcoming notices that outline safety measures.  Separate Risk Assessments for Occasional Offices (Baptisms/Weddings/Funerals) | Detail on specific aspects of the service which might carry additional risks (eg anointing at baptism) | Vicar | Vicar |
| **Cleaning the church after known exposure to someone with Coronavirus symptoms** | If possible close the church building for 48 hours with no access permitted. |  | CWs/Vicar | If needed |
| If 48-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. | [**Public Health England guidance** available here.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | CWs/Vicar |  |
| If the building has been quarantined for 48 hours, then carry out cleaning as per the normal advice on cleaning. | Advice on[**cleaning church buildings can be found here.**](https://www.churchofengland.org/media/24767) | CWs/Vicar |  |